

Chinnor Village Centre

Trustee's Annual Report & Accounts

For the Year Ended 31 March 2025

Registered Charity No. 1007949

## Chinnor Village Centre

### Annual Report & Accounts for the twelve months ending 31 March 2025

#### **Objectives**

The Centre was established and registered with the Charity Commission in January 1992. The main purpose is to provide a range of facilities and social activities for the inhabitants of Chinnor and the surrounding parishes, thereby reducing potential social isolation and encouraging a sense of community and to relieve the elderly and younger ages from their disabilities. This is achieved by means of day care services, room hire and a coffee shop, providing a range of homemade refreshments.

#### **Organisation**

The membership consists of subscribing 'Friends of the Village Centre' and at the end of this financial period the total number of members stood at 100. Only 'Friends' (otherwise known as members) can vote at formal meetings or be elected to become a trustee and therefore join the Board of Trustees.

The governance of the Centre is carried out by the Board of Trustees. There can be up to 9 Trustees, including up to 4 honorary officers and they are elected annually. The Board reports to an Open Meeting no fewer than 3 times per year including an Annual General Meeting, at which any 'Friend' can attend and vote.

#### **Trustees**

Michael Moore	Chairman	Michele Pethers
Andy Bennett	Vice Chairman	Elaine Stokes
Cindy Bull	Secretary	Annette Dearmun
Monica Itangata	Treasurer	Tracy Staskevitch

#### **Staff**

Sue Collins	Community Café Manager	Julie Morgan	Office Administration p/t
Tina Clarke	Senior Kitchen Assistant	Rayne Hillcoat-Williams	Office Administration p/t
Gemma Burgess	Kitchen Assistant	Ffion Williams	w/e Kitchen Assistant (18-20)
Emily Carstairs	Day Care Assistant	Paul Beard	w/e Kitchen Assistant (U18)
Nina Ferber	Day Care Assistant		

#### **Self-Employed**

Susan Greengrass	Bookkeeper p/t	Zoe Luxford	Cleaner
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#### **Independent Examiner**

Stephen Beard Accountancy Services (approved by the Board of Trustees)

#### **Banks and Investments**

Lloyds Bank	Thame, Oxon	CCLA Fund	London, EC4V 4ET
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## **Centre Report**

### **⇒ Strategy and Mission**

The Board of Trustees confirm their commitment to the key objects of the Constitution:

- ... provide facilities in the interests of social welfare ...
- ... secure the establishment of a community centre ...
- ... the provision of day centre facilities;

### **⇒ Challenges**

Stabilising the charity's financial position continues to be the key focus of the Trustee Board and the business operation. Business dependence on grants and donations continues, defining business survival.

In the Café long-term staff absences, a test on Sunday opening and a continued lack of footfall at the start and end of each day placed added pressure on staff costs. Day Care attendance numbers, although showing significant improvement (2024 vs. 2023 +22%), continue to be insufficient to cover staff salary and associated costs, as attendance fees are kept at a sustainable and affordable level for the local community. The dependency and needs of those attending Day Care has increased and the criteria for attendance will need review.

April 2025 will bring added cost pressure; NMW +6.7% and increases in NI employer contributions (% and threshold) planned for FY 2025/26, not sustainable. Trustee Board will need to plan mitigating actions.

Quantity of available volunteers slow to grow; captivating the interests of and sustaining commitment of a new generation of volunteers could pose unique challenges.

### **⇒ Plans**

Continued work with the external grant funding expert WCTD remains a priority, to maximise grant funding opportunities. Productivity in this area of our activity is critical to business survival fully acknowledging the cyclical nature of grant funding opportunities.

A full review of staff costs was necessary anticipating government-imposed increases for FY2025/26 will result in operational change effective April 2025; a reduction in opening/paid hours.

Our Community Café offers affordable homemade food and drinks whilst providing a welcoming space for people to meet, chat, and build relationships, helping to reduce social isolation and loneliness, particularly for those living alone or feeling disconnected. Our FMKC, Stroke Support and Friendship club attendees benefit from the provision of a hot meal. The VC is more than just a place to 'grab a coffee'; we play a crucial role in fostering social connections, promoting wellbeing and supporting the local economy. We plan a Kitchen Refurbishment project (upgrade of units and equipment) that will help the charity to maintain these services into the long-term and switching from gas to electric in the kitchen will offer significant environmental benefits, primarily through reduced on-site emissions and improved energy efficiency.

We will focus to establish a new brand identity for the Centre; developing a picture of how we operate, consistency of messaging, a new website. External and internal signage was updated in 2024, and the Coffee Shop was re-named Community Café. Day Care Services will be re-named Community Services; Day Care considered an old-fashioned label and not representative of the actual services provided. Effective April 2025, the job title for Community Services staff will be Co-ordinator, Club Activity.

Two existing Funds, 1. 'Friendship and Stroke Clubs designated' and 2. 'FMKC restricted' will be merged creating 'Community Services designated'.

### ⇒ **Achievements**

- Access to cash as at 31 March 2025 £179K
  - £138K current account
  - £41K instant saver account (80% of Community Services and Minibus Funds)
- Grants awarded: £30K including Chinnor, Aston Rowant and Sydenham Parish Councils, SODC, OCVA, OCF, Sported Foundation, Groundwork UK, Beacon Festival, Haddenham Beer Festival, Co-op Community
- Donations received: £48.8K including CFC Charity Match for Dementia, Chinnor Open Gardens, Manor Stores, Chinnor Methodist Church, Parkers, 110 Dental, Sydenham PCC Fayre, Ivan Cammack Opticians, Just Giving, Members & friends of the VC

### ⇒ **All Operations**

Deficit (excluding depreciation) of £9.9K

- **Community Services:** £5.4K surplus
- **Community Café:** £3.6K surplus
- **Fundraising:** £31.8K surplus including events, donations, One Lottery, membership, and Santa's sleigh
- **Centre:** £50.7K deficit

### ⇒ **Staff, Volunteers, the Local Community and Parish Councils**

The Trustee Board extend their thanks to all staff and volunteers for their loyalty and contribution, the local community who respond so generously including legacy donations and the local parish councils of Chinnor, Aston Rowant and Sydenham for their financial support.

### ⇒ **Results**

The detailed results for the year are set out in the Statement of Financial Activities on page 5. The Balance Sheet is shown on page 6. Associated notes are shown on pages 7 to 8. The Independent Examiner's Report is included as page 9.

### ⇒ **Funds**

The Centre has funds totalling £324,107 and that consists of the following funds:

- **Tangible Fixed Assets designated** fund of £147,347, which represents the original book cost values of the building, minibus, furniture, and equipment purchased less the annual depreciation charges to date. Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows: Buildings at 2% of cost, Equipment & furniture 3 years, and Vehicles at 10% of cost.
- **Community Services designated** fund of £32,452 which is carried forward from the previous year and includes unspent grants and donations from the current financial year and is held to help cover the on-going provision of services.
- **Minibus designated** fund of £17,585 is a reserve to replace (or repair) the minibus
- **General Unrestricted** fund of £126,753, which is equivalent to 5.5 months of the Centre's annual charitable expenditure, excluding the Friendship and Stroke club service that has its own designated fund. Ideally, the fund needs to show an increase to help meet the increasing needs of the local community.

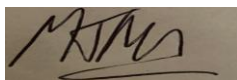
### ⇒ Investments

The current policy, when possible, is to invest surplus cash balance between

- Medium and long-term investment in an actively managed fixed interest fund specifically for charities and designed to produce high income while preserving capital values.
- Fixed rate interest-bearing short-term bank deposits
- Cash available at bank on current accounts for meeting operating and one-off project requirements

### ⇒ Annual General Meeting

The AGM will be held 3 September 2025 at the Village Centre, High Street, Chinnor



Michael Moore

Trustee & Chairman

Chinnor Village Centre  
Statement of Financial Activates for the 12 months ending 31st March 2025

		Unrestricted	Designated	12 Months ended 31 March 2025	12 Months ended 31 March 2024
Notes:		Funds £	Funds £	Total £	£
<b>INCOMING RESOURCES</b>					
<b>Friendship Club</b>					
	Subscriptions from users	20,044	-	20,044	13,154
	Grants	6,913	7,803	14,716	29,175
	Donation	7203		7,203	-
	Other	275	2740	3,015	-
<b>Community Services</b>					
<b>Forget Me Knot</b>					
	Attendance	1,765		1,765	1,680
	Donations	2,949		2,949	647
	Grants	-	3,000	3,000	-
<b>Stroke Club</b>					
	Attendance	617	-	617	757
	Grant	-	1000	1,000	638
<b>Community Café</b>					
	Coffee Shop	131,585	-	131,585	118,459
	Donations	702		702	
<b>Fundraising</b>					
	Donations	9,833	-	9,833	
	Events	28,079		28,079	26,326
			-	-	
<b>General Grants</b>					
	SODC	10,471	-	10,471	9,290
	Garfield Weston	-	-	-	25,000
	Other	835		835	983
	Donations				20,703
<b>Chinnor Village Centre</b>					
	Room Hire	18,228	-	18,228	21,561
	Minibus	6120	3829	9,949	14,487
<b>Investment Income</b>					
		725	-	725	143
<b>Total Incoming Resources</b>		<b>246,344</b>	<b>18,372</b>	<b>264,716</b>	<b>283,003</b>
<b>CHARITABLE EXPENDITURE</b>					
<b>Staff</b>					
	Direct	33729	10760	33,729	26,821
	Other	4071	-	4,071	2724
<b>Community Services</b>					
				-	
<b>Centre &amp; Community Café</b>					
	Staff	108,286	-	108,286	96,756
	Food & Drink	41,509	-	41,509	35,824
	Other	60,659	-	60,659	56,416
<b>Fundraising</b>					
		6072	-	6,072	5,137
<b>Minibus</b>					
		7,289	2252	9,541	4,482
<b>Depreciation</b>					
		12,026	-	12,026	11,973
<b>Total Charitable Expenditure</b>		<b>273,641</b>	<b>13,012</b>	<b>286,653</b>	<b>248,932</b>
<b>NET INCOMING/ (OUTGOING) RESOURCES</b>		<b>(27,297)</b>	<b>5,360</b>	<b>(21,937)</b>	<b>34,071</b>
<b>Unrealised (loss) / gain on investment</b>					
		-	-	-	-
<b>Net Forget Me Knot Fund 1Apr2023/31 Mar2024</b>					
					2,673
<b>NET INCOMING/ (OUTGOING) RESOURCES</b>		<b>(27,297)</b>	<b>5,360</b>	<b>(21,937)</b>	<b>36,744</b>
<b>TOTAL FUNDS AT 1 April 2023/ 31 March 2024</b>		<b>301,367</b>	<b>44,677</b>	<b>346,044</b>	<b>309,300</b>
<b>Transfers between Funds</b>					
				-	
<b>TOTAL FUNDS AT 1 April 2024/ 31 March 25</b>		<b>274,070</b>	<b>50,037</b>	<b>324,107</b>	<b>346,044</b>

Chinnor Village Centre

Balance Sheet as at 31 March 25

	Notes:	31 March 2025 £	31 March 2024 £
<b>TANGIBLE FIXED ASSETS</b>	3	147,347	158,153
<b>CURRENT ASSETS</b>			
Stocks		1,701	1,679
Bank & Cash			
CCLA COIF Cash Deposit		979	933
Bank Cash Deposits		40,429	35,000
Bank Current Accounts		138,254	153,453
Credit Card		97	562
Petty Cash		113	146
Cash in Hand		968	740
Debtors	7	3,537	3,041
<b>Total Current Assets</b>		<u>186,078</u>	<u>195,554</u>
<b>CREDITORS</b>	8	(9,318)	(7,663)
<b>NET CURRENT ASSETS</b>		176,760	187,891
<b>TOTAL NET ASSETS</b>		<u><u>324,107</u></u>	<u><u>346,044</u></u>
<b>FUNDS</b>			
Designated Tangible Fixed Assts	5	147,347	158,153
Designated Day Care, Stroke Club & Talking Circle	5	15,939	15,371
Designated Minibus	5	17,585	17,177
Restricted Forget Me Knot Club	5	16,513	12,129
General	5	126,723	143,214
<b>TOTAL FUNDS</b>		<u><u>324,107</u></u>	<u><u>346,044</u></u>

The accompanying notes on pages 8 ,9 and 10 form part of these Accounts.

Approved by the Trustees at the Management Committee Meeting on 27th August 2025

Signed on behalf by:



Chair



Treasurer

Registered charity No 1007949

### Chinnor Village Centre

Statement of Financial Activates for the 12 months ending 31st March 2025

12 Months ended 31 March 2025

#### 3. Tangible Fixed Assets

	Centre Building & Car Park £	Equip & Furn. £	Vehicles £	Total £
<b>Cost</b>				
at 1 April 2024	291,186	10,807	44,860	346,853
Additions		1,218		1,218
Disposals		-		-
at 31 March 2025	<u>291,186</u>	<u>12,025</u>	<u>44,860</u>	<u>348,071</u>
<b>Depreciation</b>				
at 1 April 2024	158,340	8,678	21,682	188,700
Annual Charge	5,824	1,716	4,486	12,026
Adjustments		(2)		(2)
Disposals		-		-
at 31 March 2025	<u>164,164</u>	<u>10,392</u>	<u>26,168</u>	<u>200,724</u>
Net Book Value				
At 1 April 2024	<u>132,846</u>	<u>2,129</u>	<u>23,178</u>	<u>158,153</u>
At 31 March 2025	<u>127,022</u>	<u>1,633</u>	<u>18,692</u>	<u>147,347</u>

#### 4. Capital Commitments

#### 5. Movement in Funds

	Designated Fund				Unrestricted	Total
	Tangible Fixed Assets £	Day Care, Stroke Club & Talking Circle £	Minibus £	Forget Me Knot Club £	General £	Funds
Balance 1 April 2024	158,153	15,371	17,177	12,129	143,214	346,044
Net Incoming / (Outgoing) Resources	2	568	408	4,384	(16,491)	-11,129
Additions to Tangible Assets	1,218		-			1,218
Disposals of Tangible Assets	-					
Depreciation of Tangible Assets	(12,026)					(12,026)
Depreciation of Disposals of Tangible Assets	-					
Transfers						
Balance 31 March 2025	<u>147,347</u>	<u>15,939</u>	<u>17,585</u>	<u>16,513</u>	<u>126,723</u>	<u>324,107</u>

Funds are explained in the Funds section of the Trustees Annual Report.

Reg Charity No : 1007949

**Chinnor Village Centre**  
Statement of Financial Activates for the 12 months ending 31st March 2025

**Chinnor Village Centre**

**6. Activities**

The principal activities of the Association continue to be provision of Day Care for the elderly and the Coffee Shop, which is the main source of income.

<b>7. Debtors</b>	<b>2025</b>	<b>2024</b>
Amounts due receivable	3,537	3,041
	<u>3,537</u>	<u>3,041</u>

<b>8. Creditors</b>	<b>2025</b>	<b>2024</b>
VAT	4,990	4,949
Fundraising Donations	-	168
Payroll Tax ,NIC and Pension	299	277
Suppliers and accrued liabilities	4,029	2,269
	<u>9,318</u>	<u>7,663</u>

Chinnor Village Centre

Independent Examiner's Report to the Trustees of Chinnor Village Centre

This report on the accounts of Chinnor Village Centre for the twelve months ended 31 March 2025 is in respect of an examination carried out under S43 of the Charities Act 1993

**Respective responsibilities of trustees and examiner**

As the trustees you are responsible for the preparation of the accounts; you consider the audit requirement of section 43(2) of the Charities Act 1993 (the Act) do not apply. It is my responsibility to issue this report on the accounts in accordance with the terms of Regulation 7 of the Charities (Accounts and Reports) Regulations 1995.

**Basis of independent examiner's report**

My examination was carried out in accordance with the general direction given by the Charity Commission under section 43(7) (b) of the Act. The examination includes a review of the accounting records kept by the trustees and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you, as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently, I do not express an audit opinion on the view taken by the accounts.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

1. Which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records in accordance with section 41 of the Act have not been met

or

2. To which, in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Stephen Beard Accountancy Services  
10 Cheshire Road  
Thame  
Oxon OX9 LQ

Date: 27 August 2025